

Student-centered. Future-focused.

Willamette Promise Student & Family Handbook 2023-24

Dear Willamette Promise Students and Families:

Welcome to the Willamette Promise! Willamette Promise courses simultaneously allow students to receive high school and college credit. This opportunity is possible through collaboration between the student's teacher, Western Oregon University (WOU), and the Willamette Education Service District (WESD).

Below, we have included a few details explained in depth in this handbook:

- Willamette Promise dual credit courses fulfill high school and college course requirements. Willamette Promise courses maintain the same college-level rigor and outcomes as courses offered at WOU. Please note that depending on course guidelines, students might receive different letter grades for high school and college coursework.
- Our courses are what are called Assessment-Based Learning courses. In assessment-based learning, students aim to show that they are proficient or strongly understand the course content by completing assessments (labs, papers, tests, etc.). For the Willamette Promise, assessments for each course are designed by the college faculty who support the high school teachers.
- A student's university course grade is based on these assessments and may differ from their high school grades. Teachers use detailed rubrics to determine the level of proficiency that a student has shown on their assessments. This differentiation makes it so that university standards are applied in the same way in every school with every student. Teachers will give each student a syllabus explaining the difference between the high school and university grades. We encourage students to talk to their teacher if they are unsure.
- College credits are transferable to WOU, Oregon Tech, and many other institutions. If students earn college credit, they must indicate in whether they wish to accept or decline this credit/grade. This decision cannot be changed later, so we recommend that students contact the colleges/universities they are interested in for more specific information on how the credits will transfer. Nothing will be on a student's Western Oregon transcript about the university course if they do not pass. WOU transcripts (up to 10) will be available at no cost at the end of the year.
- Students will have access to most WOU resources, including the library, computer lab, and disability services. There is also a monthly newsletter for students to learn more about campus events, scholarship opportunities, and more.
- If students decide to accept the earned college credit, the total cost is \$30 per year for as many courses as the student would like to take. Students who qualify for the federal Free and Reduced Lunch Program, SNAP, or TABF can access our program at zero cost.

If you have questions about the contents of this handbook or anything else, please contact one of our Willamette Promise Team.

Willamette Education Service District Staff

Addie Howell, Accelerated Learning Manager
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Western Oregon University Staff

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2023-2024 Academic Calendar and Important Dates

Date	Description	Notes	Responsible
October 15, 2023	Student Registration	Student Registration is Open	Student
November 21, 2023	Student Payment	Student Payment is open	Student
May 17, 2024	Student Registration Deadline	Teachers may help students in registration beginning October 1st through May 16th.	Student
June 14, 2024	Grades Due	Accepted grades must be assigned to students in by June 14th.	Teacher
June 19, 2024	Deadline to Accept or Decline Credit	Students must accept or decline their course grade in the Willamette Promise Portal.	Student
June 19, 2024	Fee Waiver Due	Waiver filled out and submitted to Willamette Promise via the fee waiver form	Student
June 19, 2024	Student Fee Due	Online payment, payment to school. Payment opens on October 1 st and closes on June 14th.	Student
July 10, 2024	Grades submitted to WOU	Grades given by the deadline are submitted to WOU	WESD
August 1, 2024	Transcripts Available	Please find more information on Requesting a Transcript online or in the Student Guide.	Student

Student Tip: Teachers can set different due dates based on their school's academic calendar.

Dual Credit Program Contacts

Name	Title	Agency	Email	Area of Support
Addie Howell	Accelerated Learning Manager	WESD	addie.howell@wesd.org	Course, Curriculum, & PLC Questions
Joel Sebastian	Program Coordinator	WESD	joel.sebastian@wesd.org	General Program Questions
Crystal Jimenez	Dual Credit Engagement Specialist	WESD	crystal.jimenez@wesd.org	Application, Payment, & Transcripts Questions
Dan Morrow	Dual Credit Engagement Specialist	WESD	dan.morrow@wesd.org	Application, Payment, & Transcripts Questions
Beverly West	Director of Academic Services, VP Academic Affairs/Provost	WOU	westb@wou.edu	Transcripts, Grades, and general questions at WOU

Student Tip: Not sure who to contact? Email willamettepromise@wesd.org

Dual Credit College Faculty Contacts

Name	Title	Email
Steve Scheck	Biology 101/102 Faculty WOU	schecks@mailwou.edu
Jim Dawson	Biology 101/102 Faculty WOU	dawsonJ@mail.wou.edu
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Courses Offered Through Western Oregon University

Student Tip: Courses vary by high school. Please contact the school counselor or high school teacher for current offerings.

Course	Title	Credits
BIO 101	General Biology: The Diversity of Life	4
BIO 102	General Biology: The Foundations of Life	4
CH 103	Allied Health Chemistry	4
CH104	Chemistry and the Environment	4
CH150	Prep Chemistry (non-lab course)	3
COMM 111z	Public Speaking	4
CS160	Survey of Computer Science	4
CS 195	Fundamentals of Web Design	4
ED 200	Foundations of Education	3
ED 220	Introduction to Early Childhood Education	3
MTH 095	Intermediate Algebra	4
MTH 111z	Precalculus I: Functions	4
MTH 112z	Precalculus II: Trigonometry	4
PSY 201	General Psychology	4
PSY 202	General Psychology	4
SPAN 101, 102, 103	First Year Spanish	4 per class
SPAN 201, 202, 203	Second Year Spanish	4 per class
SUST 101	Sustainable World	4
TA 110	Introduction to Theatre Arts	3
WR 121z	Composition I	4
WR 122z	Composition II	4

Student Registration

Students need to register for Willamette Promise and Western Oregon University. Students only need to register once for their entire Willamette Promise experience.

STUDENT REGISTRATION FOR WESTERN OREGON WILLAMETTE PROMISE COURSES:

Step 1: Visit <https://portal.willamettepromise.org/> and enter your email address.

Student Tip: Use a personal email address if you have one! Your school email will work, but students often lose access to that email after graduation.

Step 2: Check the inbox of the email address you provided. Look for an email from Willamette Promise with the subject "Create Your Willamette Promise Portal Account."

Student Tip: If you cannot find the email from the system, check your spam or junk folder.

Step 3: Copy the registration code and click 'Begin Account Registration.' On the student registration page, paste the registration code from the email you received.

Step 4: Fill in the other required information on the registration page. If you have a name you prefer us to use, please enter it into the 'Preferred First Name' field.

Student Tips:

- If you do not know your SSID, please ask your teacher.
- Make sure to enter your legal name and your legal sex into the system. This information is used to verify your identity and a mismatch with the Oregon Department of Education records may prevent you from creating an account.

Step 5: Click the 'Register' button. The system will process the information you entered.

If you see a green box, your account matches your Oregon Department of Education Record. You can now sign in and finish setting up your student profile. If you see a red box, there is a mismatch in the information you entered. Please check your information and try again. If you see a blue box, the system needs a few minutes to set up your account. After a few minutes, please click the 'Check Again' button.

Step 6: Sign into the portal. You can sign in via Google, or you can create a password.

To Sign in via Google, Click the 'Sign in with Google' button. Sign in to the Google account connected to the email you entered into the system. Register your Google account with the system.

To Create a Password and Sign In, Click the 'New user?/Forgot password?' button. Enter the email and hit 'Continue.' Go to your inbox, find the "Willamette ESD Password Reset" email, and click the link to reset your password. Enter your email and a password of your choosing. Click 'Reset,' and then on the following page, click 'Here' to sign in. Sign in with your new password!

Step 7: Complete your student profile.

HOW TO COMPLETE YOUR PROFILE IN THE WILLAMETTE PROMISE PORTAL

Step 1: Click the 'Profile' button on the top of your screen.

Step 2: Update your race/ethnicity on the personal page and click 'Submit.'

Step 3: Click on the 'Contact' page on the left-hand side. Fill in the information using the address search bar. If you have a different mailing address, please unclick the 'Same as mailing address' box. Click 'Submit.'

Step 4: Click on the 'Education' page on the left-hand side. Enter in your graduation year. You can edit your schools here if you attend more than one high school or need to change your high school. Click 'Submit.'

Step 5: Click on the 'Parent/Guardian' page on the left-hand side. Answer the questions. If you want your parents or guardians to receive information from Willamette Promise, please enter their email address. Click 'Submit.'

HOW TO ENROLL IN YOUR WESTERN OREGON WILLAMETTE PROMISE COURSE:

Step 1: Log in to the Willamette Promise Portal: <https://portal.willamettepromise.org/>

Step 2: Click on the 'Courses' button at the top of your screen. On this page, click on 'Go to Course Catalog.'

Step 3: You will see a list of courses offered at your school. Click the 'Enroll' button for

the course you want to enroll in.

Step 4: Confirm your enrollment.

Step 5: Repeat this process for all your Willamette Promise Courses

Student Payment

The Willamette Promise costs \$30 per year for as many courses as students want. If a student qualifies for the waiver, they are eligible to access our program at no cost.

Step 1: Login into your Willamette Promise Portal Account:

<https://portal.willamettepromise.org/>

Need help logging in? Check out our [student login guide](#)!

Step 2: Click the fees page on the top menu

Step 3: Select “Make Payment” or “Request Waiver”

We provide a fee waiver to any student participating in the below programs.

- Temporary Assistance for Needy Families (TANF)
- Supplemental Nutrition Assistance Program (SNAP)
- USDA Free or Reduced Lunch Program

Step 4: Fill out the required information on the right-hand side of your screen and submit.

Step 5: You will receive a confirmation email at the email address you use to login to the portal.

Grade Acceptance or Decline

Students who take credits through Western Oregon can only accept credit with a grade A-C and will not receive grades of C- or lower. The Willamette Promise program believes students should start postsecondary education with a positive footprint. All students earning credit in a WOU dual credit course will receive a grade notification form. Students accepting credit will formally accept their grades in the Willamette Promise Portal.

Student Tips:

- We want students to try courses risk-free and hope they will be encouraged to take more when they can.
- Toward the end of the course, the high school teacher will notify the student of the grade that they have received. They will then be allowed to decline their A-C grade if they don't feel the credit is right for them.

- If a student does not accept the grade, they will not be charged the \$30. If they have already paid, we will reimburse them.

Requesting a Transcript

Before a student orders transcripts from WOU, the student must:

1. Finalize their Willamette Promise and Western Oregon University registration.
2. Complete and pass courses.

Transcript Request Steps:

1. Go to the Western Oregon University Transcript Portal.
2. At the bottom of the page, select "Order Transcript".
3. Click "Create Account."
4. Fill out the required information and select "Submit."
5. Select where you would like your transcripts sent and click "Continue."
6. To finish your order, select "Checkout."
7. The next page confirms that you consent to the release of your transcript. Check the "I ACCEPT" box and click the "Next" button.
8. Review the displayed transcript to ensure it is correct, then click the "Confirm" button.
9. Your transcript order will be processed as soon as possible. You can log back into the system and check on the status.

Student Tips:

- If students don't have a Social Security Number, enter 0000.
- Student ID—if they know their WOU student ID, enter it here (it starts with "V") –do not enter their SSID, high school ID number, or any other number.
- Willamette Promise students can receive up to 10 free transcripts from WOU. We recommend waiting until the completion of all courses before requesting an official transcript.
- Students should wait until transcripts are needed for postsecondary or scholarship purposes so all courses are recognized.
- Transcripts are not official once opened. Contact their school teacher for grade information.

Student Academic Misconduct

Courses offered through the Willamette Promise and Western Oregon University fall under policies for on-campus students regarding academic misconduct. Please review the information below regarding details and specific information on the process for Willamette Promise students.

1. Academic Misconduct.

Acts of academic misconduct which include but are not limited to:

- a. *Cheating*: intentional use or attempted use of artifice, deception, fraud, or misrepresentation in completing, submitting, or recording one's academic work; fabrication: Unauthorized falsification or invention of any information or citation in any academic exercise;
- b. *Facilitating dishonesty*: Helping or attempting to help another person commit an act of academic misconduct. This includes students who substitute for other persons in examinations, fake another person's attendance, or allow another person to copy work or represent as the student's own papers, reports, or any other academic work or the work of others;
- c. *Plagiarism*: representing without giving credit to the words, data, or ideas of another person as one's own work in any academic exercise. This includes submitting, in whole or in part, pre-written term papers of another or the research of another, including but not limited to the product of commercial vendors who sell or distribute such materials and the appropriation or use of electronic data of another person or persons as one's own, or using such data without giving proper credit for it;
- d. Any use or attempted use of electronic devices to gain an illegal advantage in academic work in which the use of these devices is prohibited. Such devices include but are not limited to cell phones, smartphones, Personal Digital Assistants, electronic tablets, laptops, programmable calculators, USB flash drives or other removable memory devices, etc.; or
- e. They are engaging in any behavior expressly prohibited by a Faculty or Staff member in the course syllabus or class discussion.

Should any of these instances occur, student work will not be credited. Students may appeal this outcome by submitting a written (either electronic or paper) request to the Office of Student Conduct.

For more information, please visit <https://wou.edu/studentconduct>.

Student Resources

Western Oregon University's Library - All students have access to the WOU library to use its resources. Students can access the library online or visit the library with their class scheduled by their teacher.

Western Oregon University's Labs - High School teachers have the opportunity to take their class to use on-campus labs and can arrange to do so with the Faculty leads for each course. There are also options to check out specific lab materials to be used in the classroom.

Advising through Willamette Promise- Students have direct support for career and college advising from Willamette Promise staff. Staff will also help with transferability, general questions, and other support that students may need.

ADA Accommodation Requests- It is Western Oregon University's policy to provide, on an individualized basis, accommodations to students who have disabilities that may affect their ability to participate in course activities or to meet course requirements. Students with disabilities are encouraged to contact their instructor to discuss their individual accommodation needs. Accommodations need to be requested through the Willamette Promise and will be considered by the faculty lead for the course. Final decisions about accommodations are made by Western Oregon University. Please keep in mind that accommodations are not retroactive and should be discussed as early as possible in the term.

Please see the High School and College Comparison for Students With Disabilities section.

Course-specific resources are provided depending on which courses the students are enrolled. Please contact the student's teacher for more information.

Need other support? Contact us! willamettepromise@wesd.org

Benefits for Students

Earning college and university credits in high school can have many benefits for students and their families. Research has shown that students who take college credit before they leave high school are more likely to enroll in college and persist through their first year of college.

Here are some good reasons for students to take college credit before graduating high school:

- Get a head start on college courses.
- Build a college-going identity.
- Receive transfer credit.
- Save time on getting a degree.
- Save money on college tuition.
- Extended time with content. High school courses typically run longer.
- Self-assessment of college readiness while still surrounded by support.

Student Records and Privacy at Western Oregon University

Western Oregon University (WOU) is committed to the privacy and security of our students. The Student Records Policy outlines the policies established by the university to maintain the confidentiality of student's education records and to comply with the federal Family Educational Rights and Privacy Act (FERPA), which provides guidelines for maintaining the confidentiality of education records and monitoring the release of information from those records.

Further information about FERPA can be found on the website for the federal [Department of Education's Family Policy Compliance Office](#).

The most recent version of the Student Records Policy and other applicable policies can be viewed on [the WOU's Policy Council website](#).

Notification of Student Rights

The student has the following rights with respect to their education records:

1. To inspect and review your educational records;
2. To request the amendment of their education records to ensure that they are not inaccurate, misleading, or otherwise in violation of their privacy or other rights;
3. To consent to disclosures of personally identifiable information contained in their educational records, except to the extent that FERPA and the regulations under it authorize disclosure without consent;
4. To file with the U.S. Department of Education a complaint under 34 CFR Sec. 99.63 concerning alleged failures by the institution to comply with the requirements of FERPA and
5. To obtain a copy of WOU's Student Records Policy from the Office of the Registrar, Western Oregon University, 345 N. Monmouth Ave, Monmouth, OR 97361, 503-838-8327. The most recent version of the Student Records Policy can also be found on [the website for WOU's Policy Council](#).

Please note: Student records maintained by WOU are enrollment records in a post-secondary institution. Therefore, the rights related to those records are conferred upon the student, not the parents. Students may consent to the release of records to a parent(s) by providing a written release to the University Registrar; however, parents may wish to encourage their student to remain responsible for requesting their records from WOU: one benefit of a student's enrollment in accelerated credit programs is the opportunity to develop and practice skills that will support their future success in the postsecondary (college) environment, such as managing their records and information.

Directory Information

FERPA authorizes the University to make public disclosure, upon request, of information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The following are some of the student educational record items defined as directory information by WOU: class level; dates of enrollment; enrollment status (full-time, half-time, less than half-time); full name; most recent educational institution attended; photograph; local, permanent, billing and electronic addresses and telephone numbers; email addresses; and numbers of credit hours earned.

Students may restrict the release of directory information by submitting a written request, in person, to the Office of the Registrar. More information can be found on [the Registrar's website](#).

Program FAQ

What types of dual enrollment programs are available through the Willamette Promise?

In Willamette Promise Dual Credit courses, the high school teacher is qualified to act as a proxy faculty member for the college or university when teaching the course. These courses are sufficiently similar to describe the student as “taking a course” from a post-secondary institution. Through ORS 340.310, HECC was charged with developing standards for dual credit and other high school-based college credit partnership programs. The Willamette Promise offers dual credit courses through Western Oregon University (WOU) and Oregon Institute of Technology (Oregon Tech).

Assessment-Based Learning Credit Western Oregon University offers assessment-based learning (ABL) credits. In these courses, students do not enroll in a college course but can earn college credit by demonstrating they have achieved a course’s learning outcomes. Through ORS 340.310, HECC was charged with developing standards for these assessment-based learning credit programs. Once students have successfully completed a course, WOU will provide them with credit, which will be transferable to almost any institution.

Sponsored Dual Credit Oregon Institute of Technology (OIT) offers credit through what is called a sponsored model. In Sponsored Dual Credit courses, a high school teacher partners with a sponsoring faculty member at a college or university to offer the course. These courses are sufficiently similar to describe the student as “taking a course” from a post-secondary institution. Through ORS 340.310, HECC was charged with developing standards for these sponsored dual credit programs. *Note: Students taking part in courses via Oregon Tech will have a different handbook.*

Can a student order an unofficial transcript?

No, Western Oregon University provides only official transcripts to Willamette Promise students. Students can find out information on credits and grades in two ways. Students can talk to their teacher or contact the Willamette Promise.

Can a student see their transcript without ordering one?

No, to view their transcript, students must order one from Western Oregon University.

Will a student's transcript be sent automatically to the college or university they will attend after graduating from high school?

No. Students must request their transcript from Western Oregon University and provide information about where they would like the transcript to be sent.

Do students have to provide their SSN?

No. However, providing their SSN is recommended for future applications such as registering for college, financial aid, and scholarships.

How do student correct/update their information?

Please contact Willamette Promise; we are happy to update any student information.

How do students pay their Willamette Promise fee?

Students will go to the [Student Payment Page](#) to pay their \$30 fee. Students can pay once they sign up for the program or after they decide if they want to accept their credit; however, they must be paid by the deadline. Payments are recorded on the student's account. Willamette Promise requires a one-time yearly fee of \$30 for any number of Willamette Promise courses taken in the school year. Any student who qualifies for free and reduced lunch qualifies for a fee waiver.

If students take a Willamette Promise course and opt out of accepting their grade, can they return later, accept their credit, and pay the fee?

No, students cannot change their decision. Students must accept or deny their grades when presented at the end of the course.

Advising FAQ

Will the college credits students earn in high school save money?

Yes! If students are not paying or not paying much for the college credits they earn in high school, chances are they will save money. Check with the colleges/universities they want to attend to learn how the credits earned fit into the school's degree or certificate program.

If they are unsure which college or university they'll attend (or if they'll go to college at all), find out how the credit counts at a nearby college or university anyway. Each college or university has a policy for accepting credits. How the college credits a student earns in high school count toward a degree or certificate may differ at each institution.

Will a student's credits transfer to another college?

Every college and university accepts credits differently. Please refer to the Transfer and Transferability section for more information. Be sure the student is in contact with the college(s) they are looking at and understand their policies regarding accepting dual credit.

What is Satisfactory Academic Progress (SAP), and why does it matter?

All college students who receive Financial Aid must make satisfactory academic progress (SAP) toward a degree to continue to receive financial aid. Although they may be taking college classes while still in high school, the college credits they earn can be considered when a college calculates SAP, which is why it is important when deciding to accept or decline their WOU credit.

Suppose they took some college classes for credit in high school or during the summer between high school and college, but they didn't complete all the credits they started or didn't receive passing grades for some courses. In that case, they may receive a notice with a financial aid warning or suspension. If this happens, they should appeal to the Financial Aid Office. (See: How do students submit an appeal if they're not meeting SAP standards? below) Remember, with WOU Assessment Based Learning Credits, our program will not transcribe a failing grade, but may with other types of Willamette Promise courses or other programs' credits.

There are typically three main components to SAP: GPA, pace, and timeframe.

- Grade Point Average (GPA). The standard minimum GPA for SAP is 2.0. However, GPA requirements can vary by institution and departments within the same institution.
- Pace. Academic pace refers to the percentage of credits attempted vs. credits earned each academic term to maintain SAP.
- Timeframe. Timeframe refers to the maximum number of credits to receive federal financial aid (i.e., Pell Grants). The time frame equals 150% of the credits required to complete the degree or certificate a student plans to earn. For example, if an associate degree program requires 90 credits of college-level work, federal financial aid would be available to a student for up to 135 credits.

How do students submit an appeal if they're not meeting SAP standards?

The U.S. Department of Education requires all colleges and universities to establish, publish, and apply standards to monitor each student's progress toward completing a degree or certificate program. Suppose the college or university notifies students that they aren't meeting SAP standards. In that case, they may be placed on financial aid warning or suspension and temporarily lose their financial aid. Check with the Financial Aid Office to learn about the school's specific SAP policies, which can vary.

Each college and university has an appeal process. Students should talk to the Financial Aid Office right away if they are notified that they have been placed on financial aid warning or

suspension. Financial Aid officers must follow specific rules and processes in calculating SAP. Some parts of the calculation are flexible, and others are not.

College credits earned in high school and all college credits a student attempts – regardless of where or how they are paid for – are counted as part of their Satisfactory Academic Progress. If a student receives low grades for college courses in high school, they may have SAP issues starting their first term of college. This can also happen if they take courses over the summer before their first year of college and don't complete them all or receive satisfactory grades.

Students in short-term certificate programs, such as certificates available in various CTE programs, might only be eligible for one term of financial aid. Schools must also calculate a "remaining eligibility period" for all students eligible for subsidized student loans, and students lose access to subsidized loans once they exceed their program length.

How will the college credit a student earns in high school affect my Oregon Promise grant or scholarships? College credits attempted in high school count toward the 90-credit maximum for the Oregon Promise grant. Other scholarships may also be affected by credits earned in high school. Once students reach the 90-credit limit, they are no longer eligible for the Oregon Promise grant. Here is a link to a video about the Oregon Promise 90-Credit Limit to help you understand how this works. <https://youtu.be/W0W4yHkHbZ4>

What is academic probation? How can a student avoid it?

Students should look for credits that fit into the degree or certificate pathways that interest them. They should also ask many questions, watch for notices from the college, and respond to requests for information immediately. They shouldn't wait until the first day of classes to ask questions. Counselors and financial aid advisors are all very busy during the first week or two of classes, and the lines of students waiting for help are very long. In addition to the Financial Aid Office, students can get help from teachers, college admission counselors, academic advisors, or even the Admissions Office at the college or university they plan to attend.

Be aware of timelines for WOU Assessment-Based Learning Credits. Remember, they will not transcribe failing grades, but students should research before they accept their scores to determine whether or not they meet the needs of your future education programs.

Useful Terminology for Financial Aid

*From Federal Student Aid (US Department of Education) <https://studentaid.ed.gov/sa/glossary#top>

Financial Aid: Financial aid from the federal government to help you pay for education expenses at an eligible college or career school. Grants, loans, and work-study are types of federal student aid. You must complete the FAFSA form to apply for this aid.

Satisfactory Academic Progress or SAP: A school's standards for satisfactory academic progress toward a degree or certificate offered by that institution. Check with your school to find out its standards.

College Credit: Recognition by a school or college that a student has fulfilled a requirement leading to a degree.

Attempted Credit: Credit has been tried without success.

Earned Credit: Credits completed successfully.

Transfer Credit: Educational experiences or courses taken from one university but granted credit at another institution.

Grade Point Average: Grade Point Average measures a student's academic achievement by dividing the total number of grade points received by the total number of attempted.

High School Credit: Credit that counts toward a high school diploma.

College Degree or Certificate: An academic award for completing a course or major.

Credit Limit: This limits the total number of college credits you have attempted.

Pace: Number of credits attempted compared to the number of credits earned. If the number of attempted credits is much higher than those earned, a student is not passing satisfactorily.

Disbursement: Payment of federal student aid funds to the borrower by the school. Students generally receive their federal student aid in two or more disbursements.

Academic Probation/Warning/Suspension: Each college has a policy for letting students know when they do not make good academic progress. This is called a warning or probation. The student must improve their grades or academic work, or they will be dismissed or suspended from continuing to study at that college.

Appeal: Request to review the decision about SAP or other policies. Students may write a letter or present other evidence about their situation with their request for a different outcome.

Notice: Written communication about a student's status.

Cumulative maximum: Total number of credits allowed to be paid by financial aid for a degree, certificate, or scholarship.

Mitigating circumstances (leaves of absence, professional discretion): A student may be able to change their financial aid information if circumstances are beyond their control.

Verification: Your school's process to confirm that the data reported on a student's FAFSA form is accurate. Schools have the authority to contact an applicant for documentation.

High School and College Comparison for Students with Disabilities

(Information included on the next seven charts)

Applicable Laws

HIGH SCHOOL	COLLEGE
I.D.E.A. (Individuals with Disabilities Education Act)	A.D.A. (Americans with Disabilities Act of 1990)
Section 504, Rehabilitation Act of 1973	Section 504, Rehabilitation Act of 1973
I.D.E.A. is about SUCCESS	A.D.A. is about ACCESS

Required Documentation

HIGH SCHOOL	COLLEGE
I.E.P. (Individualized Education Plan and 504 Plan)	High School I.E.P. and 504 are not acceptable. Documentation guidelines specify the information needed for each category of disability.
The school provides evaluation at no cost to the student	Students must get evaluations at their own expense
Documentation focuses on determining whether a student is eligible for services based on specific disability categories in I.D.E.A.	Documentation must provide information on specific functional limitations and demonstrate the need for particular accommodations.

Self-Advocacy

HIGH SCHOOL	COLLEGE
The student is identified by the school and is supported by parents and teachers	Students must self-identify to the Office of Disability Services
Primary responsibility for arranging accommodations belong to the school	Responsibility for self-advocacy and arranging accommodations belongs to the student
Teachers approach students if they believe the student needs assistance	Professors are usually open and helpful, but most expect students to reach out if they need assistance

Parental Role

HIGH SCHOOL	COLLEGE
Parent has access to student records and can participate in the accommodation process	The parent does not have access to student records without the student's written consent
Parent advocates for student	Student advocates for self

Instruction

HIGH SCHOOL	COLLEGE
Teachers may modify the curriculum and alter the pace of assignments.	Professors are not required to modify curriculum design or change assignment deadlines.
Students are expected to read short assignments that are then discussed. Often re-taught in class,	Students are assigned large amounts of reading and writing, which may not be directly covered in class.
Students seldom need to read anything more than once; sometimes, listening in class is enough.	Students need to review class notes and text material regularly.

Grades and Tests

HIGH SCHOOL	COLLEGE
I.E.P. or 504 plan may include test format and grading modifications.	Grading and test format changes (i.e., multiple choice vs. essay) are generally unavailable. Accommodations to HOW tests are given (extended time, test proctors) are available when supported by disability documentation.
Testing is frequent and covers small amounts of material.	Testing is usually random and may be cumulative, covering large amounts of material.
Makeup tests are often available.	Makeup tests are hardly an option; if they are, students must request them.

Teachers usually take time to remind students of assignments and due dates.	Professors expect students to read, save, and use the course syllabus (outline); the syllabus shows what is expected of students, when things are due, and how students will be graded.
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Study Responsibilities

HIGH SCHOOL	COLLEGE
Tutoring and study support may be provided as part of an I.E.P. or 504 plan.	Tutoring does not fall under Disability Services. Students with disabilities must find tutoring resources as they are available to all students.
Others structure students' time and assignments.	Students manage their own time and complete assignments on their own.
Students may study outside of class as little as one to three hours a week, and this may be primarily last-minute studying.	Students need to study at least two to three hours outside of class for each hour in class.

Goals of Accelerated Credit at Western Oregon University

- Provide students opportunities to gain college credits while in high school.
- Prepare students for the transition from high school to college.
- Give students opportunities to develop skills for college and postsecondary habits to support success.
- Demystify the college application, completion, and transcription process.

General High School Practices	General Postsecondary Practices
Registration is assisted by teachers and can be adjusted.	Students register themselves by hard deadlines.
Student learning can be supported by teachers/parents.	Students are responsible for their own learning.
Parents and students own the academic information.	Students own their academic information and must sign a release to share with anyone else, including parents.
Deadlines can be adjusted.	Deadlines are final.
Parent/teacher/counselors may initiate support.	The student usually undertakes assistance.